

TOWN OF ASHBURNHAM  
BOARD OF SELECTMEN SPECIAL MEETING  
MONDAY – APRIL 9, 2012 – 1:00 p.m.  
LOWER LEVEL MEETING ROOM AT TOWN HALL

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PRESENT: Ed Vitone, Chair, Gregory Fagan, Clerk and Sylvia Turcotte, Assistant to the Town Administrator.

Ed Vitone called the meeting to order at 1:00 p.m. and stated the purpose. He noted that because Greg Fagan would be traveling on April 17<sup>th</sup>, the date of the next Board of Selectmen meeting, they were meeting today to review Fagan's evaluation of Doug Briggs performance during the current fiscal year. He stated that because Ron Reed's last meeting as a Selectman would be April 17<sup>th</sup>, the Board of Selectmen wanted to get this evaluation completed at this meeting. He added that he would represent Fagan's evaluation in the April 17<sup>th</sup> meeting.

Each category was discussed.

1. Accomplishment of goals – Vitone “outstanding” and Fagan “superior above average”.
2. Job Knowledge – Vitone “outstanding” and Fagan “superior above average”
3. Initiative (self starting) – Vitone “outstanding” and Fagan “superior above average”
4. Quality of Work – Vitone “superior above average” and Fagan “superior above average”
5. Dependability (conscientious, thorough) – Vitone “outstanding” and Fagan “superior above average”
6. Public Interaction – Vitone “outstanding” and Fagan “average satisfactory”
7. Communication (oral & written) – Vitone “superior above average” and Fagan “average satisfactory”.
8. Cooperation (working with co-workers) – Vitone “superior above average” and Fagan “average satisfactory”.
9. Overall Performance – Vitone rated between “outstanding and superior above average” and Fagan rated “superior above average”.

***Fagan motioned to adjourn the meeting at 1:55 p.m. and was seconded by Vitone. Motion carried.***

Respectfully submitted,  
Sylvia Turcotte  
Assistant to the Town Administrator